



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MUSEUM DIRECTOR III	41	A	7.801
MUSEUM DIRECTOR II	39	A	7.809
MUSEUM DIRECTOR I	37	A	7.810

### SERIES CONCEPT

Museum Directors are responsible for the overall leadership, operation, planning, and management of a State museum in conformance with professionally accepted museum practices and standards for the management of collections held in the public trust and interpretation of those collections through exhibitions and education.

Oversee the preservation, accession/deaccession, conservation, use and public access to collections including exhibition and education programs at one of the facilities within the statewide museum system.

Ensure the safety and security of the collections held in the public trust, by providing for appropriate and timely facility maintenance and improvements including the building interior and exterior, ventilation, dust control, anti-theft, and other measures in coordination with other departments and outside contractors.

Provide for public relations and audience development/advocacy involving the public in the work of the museum, conducting visitor surveys, and serving as a resource to the community/region/State through service on boards, commissions and civic committees, and through communication and partnership with other public and cultural entities in the State.

Negotiate and consult with other institutions, departments, individuals or corporations within the State and elsewhere regarding the exhibition of artifacts and specimens including the terms, costs, manner, time, place, extent, and return of the items.

Plan, organize, develop and implement external fundraising, including grant writing and administration, membership development, and gift solicitation activities in support of programs and projects of the museum including, but not limited to, meeting with specific individuals and corporate financial donors, researching granting agencies, and hosting fundraising events.

Manage institutional budget and funds to ensure compliance with all fiscal management requirements including ongoing monitoring of expenditures and making adjustments as necessary in line with actual receipt of revenues; conduct initial review of bills, claims, and accounts to ensure compliance with State accounting procedures and contract requirements; commit funds for expenditure; review internal accounting documents to ensure compliance with State fiscal management regulations and policies.

Provide leadership to staff and volunteers and develop a collaborative work environment conducive to teamwork; recommend the selection of staff; supervise and evaluate the performance of professional, technical, and support staff and volunteers; provide coaching and discipline as appropriate.

Develop long-range and annual plans for the assigned institution, including major program activities for staff and volunteer management, collections management, exhibition development, educational programs and evaluation, promotion/marketing, facility management, and security; submit draft changes to the institutional mission statement and policies and procedures to the Administrator; prepare periodic reports and statistics.

Perform related duties as assigned.

\*\*\*\*\*

MUSEUM DIRECTOR III	41	A	7.801
MUSEUM DIRECTOR II	39	A	7.809
MUSEUM DIRECTOR I	37	A	7.810

Page 2 of 4

## CLASS CONCEPTS

**Museum Director III:** Under general administrative direction, in addition to performing all of the duties described in the series concept, incumbents manage a museum consisting of multiple subject areas. Subjects may consist of, but are not limited to, history, natural history, and anthropology. Collections consist of a wide range of folk and fine arts, sciences and industries, relics, memorabilia, products, records, rare and valuable articles and objects, including items such as drawings, etchings, lithographs, photographs, paintings, statuary, sculpture, fabrics, furniture, implements, machines, minerals, metals, soils, gems and stones, books, papers, records and documents of historical, scientific, anthropological, artistic, literary or industrial value or interest by reason of rarity, representative character or otherwise.

Museum Director III is distinguished from Museum Director II by responsibility for a diverse collection representing multiple subject areas. Museum Director III's typically have a larger professional staff possessing expertise in a variety of areas and disciplines and who respond to a significantly larger number of research inquiries; manage a budget which is typically larger than at the lower levels of the series; and perform duties which are more administrative and managerial in nature.

**Museum Director II:** Under administrative direction, incumbents perform the duties described in the series concept and manage a museum which is focused around a particular subject, but may include a smaller collection of items relating to other subject areas.

Museum Director II is distinguished from Museum Director I by the organizational size and structure, including a larger number of professional and technical staff responsible for the curatorial and restoration activities of the museum's collection. Museum Director II's are involved in the daily operational activities of the museum, but spend less time dedicated to these activities than Museum Director I's due to the additional professional and technical staff which are available to carry out these duties.

**Museum Director I:** Under general direction, incumbents perform the full range of duties described in the series concept. Incumbents have administrative responsibility for a museum which is focused around a particular subject, but may include a smaller collection of items relating to other subject areas. Museum Directors at this level are frequently involved in the operational, curatorial, exhibition, and education activities of the museum due to the small number of staff and overall organizational structure.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### SPECIAL NOTES AND REQUIREMENTS:

- \* To meet the needs of the hiring agency, specialized experience related to the specific museum mission may be required and will be specified at the time of recruitment.

### MUSEUM DIRECTOR III

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in museum studies, public history, anthropology, history, art, or related field and five years of progressively responsible museum management experience which included developing and implementing marketing, publicity, merchandizing, public relations and audience development strategies and preparing and implementing long-range plans, setting goals, and assessing outcomes in a museum environment and two years of supervising museum volunteers or staff; **OR** one year as a Museum Director II in Nevada State service; **OR** an equivalent combination of experience or education above the bachelor's degree level. (*See Special Notes and Requirements*)

MUSEUM DIRECTOR III	41	A	7.801
MUSEUM DIRECTOR II	39	A	7.809
MUSEUM DIRECTOR I	37	A	7.810

Page 3 of 4

## MINIMUM QUALIFICATIONS (cont'd)

### MUSEUM DIRECTOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** professionally accepted museum standards of care and practices for the interpretation and management of collections held in the public trust. **Ability to:** prepare and implement long-range plans, set goals, and assess outcomes in a large and complex museum environment; coordinate a variety of fiscal and human resources to accomplish the mission of the institution; promote consensus-building and teamwork among a large and diverse professional and technical staff; develop and administer an institution's budget; develop and implement marketing, publicity, and public outreach plans including staging and managing large public events; develop and effectively implement fundraising and other income producing initiatives; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** department policies and procedures; State budgeting and purchasing processes.

### MUSEUM DIRECTOR II

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in museum studies, public history, anthropology, history, art, or related field and four years of progressively responsible professional experience in a museum setting, two years of which included management of museum marketing, publicity, merchandizing, public relations and audience development strategies for a nonprofit or for-profit organization and two years of supervising museum volunteers or staff; **OR** one year as a Museum Director I in Nevada State service; **OR** an equivalent combination of experience or education above the bachelor's degree level. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** museum management practices including planning, goal management, and computer applications; administration and interpretation of historical properties including historic/prehistoric site surveys, historic preservation research and restoration, conservation techniques, and the establishment and attainment of interpretive objectives; marketing, publicity, merchandising, public relations and audience development approaches; museum fundraising methods and strategies; budget development techniques and tracking and reporting requirements for a governmental, nonprofit organization or other similar entity. **Ability to:** effectively justify budgetary requirements and maintain fiscal responsibility of an assigned budget; communicate orally where negotiation techniques are used or where cultural sensitivity is required; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Museum Director III.)*

### MUSEUM DIRECTOR I

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in museum studies, public history, anthropology, history, art, or related field and three years of progressively responsible professional experience in a museum setting which included supervision of volunteers or staff and working with the public in a large program area; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

MUSEUM DIRECTOR III	41	A	7.801
MUSEUM DIRECTOR II	39	A	7.809
MUSEUM DIRECTOR I	37	A	7.810

Page 4 of 4

### MINIMUM QUALIFICATIONS (cont'd)

#### MUSEUM DIRECTOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** facilities management including maintenance and security. **Working knowledge of:** long-range plan development, goal setting, and outcome assessment; collections management theory and practices including the administration, handling, conservation/preservation, recording, interpretation, and research of museum collections; planning, coordination, design and fabrication of museum exhibits for temporary and permanent exhibition and alternative spaces; theory, strategies, practices and evaluation of interpretative programs and activities in a museum environment with emphasis on interpretation of collections through a variety of media including exhibits, public programs and publications; professional ethics and standards of museum management and related subject areas; elements of supervision including staff selection, training, and performance evaluation; volunteer recruitment, training, evaluation, and general management; current legal issues involving collections and cultural resources; math calculations and statistical reporting; reasoning and critical thinking; fundamentals of museum studies, anthropology, history, public history, historic preservation, geology, and paleontology; historic or scientific research methods; Western prehistory or history and cultural landscapes. **General knowledge of:** governance of museums including legal and organizational structure, trustees and boards of directors; administrative and management practices including planning and goal management, finance, development, and computer applications; administration and interpretation of historical properties including historic/prehistoric site surveys, historic preservation research and restoration, conservation techniques, and the establishment and attainment of interpretive objectives; professionally accepted museum standards of care and practices for the interpretation and management of collections held in the public trust; basic natural sciences, arts and humanities, and behavioral and social sciences; marketing, publicity, merchandising, public relations and audience development approaches; museum fundraising methods and strategies. **Ability to:** administer and manage collections and exhibitions at museums and related institutions; negotiate, network, and team-build; write grant requests and reporting documentation; analyze and solve problems; communicate with others, both orally and in writing; coordinate a variety of fiscal and human resources to implement a program; develop and implement policies, procedures, plans, goals and objectives; develop, summarize, and analyze statistical data; monitor budgets including prioritizing spending and recommending cost reductions; provide leadership and build cooperative relationships with a variety of publics and diverse audiences in the community.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Museum Director II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.801</u>	<u>7.809</u>	<u>7.810</u>
ESTABLISHED:	12/24/97UC	7/5/02UC	7/5/02UC
REVISED:	7/5/02UC		
REVISED:	9/17/02UC	9/17/02UC	9/17/02UC